

Functional Series 300  
Acquisition & Assistance

INTERIM UPDATE #3

SUBJECT: INTERIM Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less).

NEW MATERIAL: Effective immediately and until NMS is available again in Missions, small dollar value purchases must be reported using the SF-281 "Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)".

EFFECTIVE DATE: September 3, 1997

POLICY

USAID/GENERAL NOTICE  
M/OP  
09/03/97

SUBJECT: INTERIM Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)

Effective immediately and until NMS is available again in Missions, small dollar value purchases must be reported using the SF-281 "Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)". This pertains to acquisitions (except PSCs) where the Total Estimated Cost (TEC) is \$25,000 or less.

PLEASE NOTE: ALTHOUGH THE SIMPLIFIED ACQUISITION THRESHOLD IS \$100,000, AGENCIES ARE TO CONTINUE THE CURRENT SUMMARY REPORTING REQUIREMENT OF SMALL DOLLAR PURCHASES (\$25,000 OR LESS) THROUGH FY-99.

Acquisitions reported via the SF-281 will cover purchase orders and contracts (except PSCs) executed by USAID where appropriated funds are expended. PSCs must be reported individually. When reporting actions in local currency, the U.S. dollar equivalent must be provided.

The SF-281 Report DOES NOT apply to USAID-direct Grants, cooperative agreements, USAID-direct Ordering Type Contracts (i.e. IQCs, Qs, etc.) and Delivery Orders placed against such USAID ordering type contracts. These awards must be reported individually. However, delivery orders placed against other U.S. Government (i.e. GSA, Dept of State) "blanket contracts" are to be reported on the SF-281 if the TEC is valued at \$25,000 or less.

When reporting, provide data on the basic awards and on modifications which obligate or deobligate funds. A modification involving no funding action DOES NOT have to be

reported on the SF-281 Report. Such unfunded modifications will go unreported.

Quarterly reports MUST be forwarded to M/OP/CIMS, Room 1438, SA-14 within ten days of the end the quarter. This enables USAID/W to receive the forms and report to the Office of Management and Budget on the Agency's small purchase acquisition activity within 30 days of the end of the quarter.

Point of Contact: Please direct any questions regarding this memo to Judy Britt, M/OP/CIMS, Jbritt@OP.SPU@AIDW.

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